EXHIBIT 6
J.6. Building Operating Plan Template

[[[The Building Operating Plan, Exhibit 6, is a sample of the National Template issued in 2008. There are some items that are above and beyond the contents listed in C.9.2. Because CO was in the process of collecting all of the BOPs it was felt that it would be best to keep using the current template with the understanding that it would be updated in the near future. Make changes where obvious updates are warranted. The BOP is a mandatory requirement and shall contain the minimum requirements (if applicable) in the SOW and additional items may be add by the regions if necessary]]]

BUILDING OPERATING PLAN

Insert Building Photo
(ABP Photo)

PREPARED FOR:
BUILDING NAME
ADDRESS, CITY & STATE
BUILDING NUMBER

REGION X

DATE

TABLE OF CONTENTS

1.0 GENERAL GUIDANCE

This document presents the Building Operating Plan for (Enter bldg. name and address City, State Zip Code)

This plan documents the procedures for the operation of all the mechanical and electrical equipment in the Building. Equipment is operated to maximize safety and to maintain comfort conditions. Electric, gas, and water usage is kept to a minimum without compromising either safety or comfort. The systems covered by this Building Operating Plan include:

1) Electrical systems and equipment
2) Mechanical systems and equipment
3) Fire Protection systems and equipment
4) Control Systems controlling all systems which themselves are within the scope
5) Architectural and Structural systems, fixtures, structures and equipment within the government owned site.
6) Vertical Transportation (Elevators / Escalators)

Excluded from this Building Operating System

1) Security Systems
2) Telecommunication Systems
3) Equipment owned and operated by tenant agencies
4) Furnishings
5) Equipment owned by servicing public utilities

When levels of required services change, when building equipment changes, when operating procedures change, or when Agency requirements change, the plan shall be revised on a timely basis (within 10 working days) and submitted to the CO or designee.

The conservation of energy is not achieved at the expense of maintaining the required environmental or other special conditions described elsewhere in the building operating plan. Energy conservation is achieved through effective operational and maintenance practices as well as appropriate repairs or alterations to existing equipment or systems which reduce the overall cost of service. Energy conservation is achieved through the employment of good engineering and operating practices using accepted methods and procedures.

It is the tenant Agency's responsibility to ensure that lights and equipment are turned off when not needed, that ventilation is not blocked or impeded, and that windows and other building accesses are closed during the heating and cooling seasons. The operation of portable heaters, fans and other such devices in Government controlled space is prohibited unless authorized by the GSA Building Manager.

There are no areas in the building authorized to maintain a level of lighting higher than that specified in the Federal Property Management Regulations or as directed by GSA.

There are no areas in the building authorized to maintain higher room temperatures during the heating season than those authorized by GSA.

Temperature- Heating/Cooling
The Contractor shall adhere to the temperature levels and energy conservation practices identified herein.

During normal working hours, temperature controls shall be set to maintain space temperatures in accordance with the latest guidelines issued by the American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc., (ASHRAE), Thermal Environmental Conditions for Human Occupancy.

During non-working hours heating temperature shall be set no higher than 55 degree Fahrenheit* and air-conditioning will not be provided except as necessary to return space temperatures to a suitable level during working hours and to assure the protection of the building and its systems.

*Minimum setback for temperatures and humidity control may vary from the established ASHRAE standards where it is necessary to maintain a specified set point as established by the architect and the Architectural Woodwork Institute (AWI) in order to maintain and protect the finished woodwork throughout the courtrooms and offices. These perimeters will be established and adjusted as necessary by the CO or their designee in order to maintain the building interior finishes.

Temperature levels stipulated by the Government are subject to change based on nationwide energy policies.

There are no night time set-backs for the chilled water, but at night the load is reduced because there is no demand for it. So the demand on the chillers is less.

General Contract Information

Service Provider:
Contract #:
Contact:
Base:
Option 1:
Option 2:

The Contractor shall provide all management, supervision, labor, materials, supplies, repair parts, tools, and equipment. They are also responsible to plan, schedule, coordinate and ensure effective and economical completion of all work and services specified in this Contract.

All mechanical specifications are a statement of the minimum level of work and services that are to be provided in certain areas under this plan. They are not intended to be, nor shall they be construed as, limiting specifications or requirements. At a minimum, the Contractor will be required to take all steps and measures which would be taken by a prudent building owner to maximize the life expectancy of the property, including having a journeyman mechanic/technician(s) on-site for a minimum of 8 hours per day, 8:30am-5:00pm.

All mechanical, electrical, utility, interior and exterior architectural and structural systems in the buildings shall be operated and/or maintained at the highest level of efficiency compatible with the current energy conservations requirements, and maintained at an acceptable level, throughout the Contract performance period.

An “acceptable level” of maintenance is defined as the level of maintenance, that will preserve the equipment and structure in unimpaired operating condition; i.e. above the point where deterioration will begin, thereby diminishing the normal life expectancy of the equipment and/or structure. The Contractor is responsible for performing scheduled and unscheduled maintenance and maintenance repairs, as necessary, on a 24-hour a day, 365 days per year basis including emergency call-back service.

The Contractor shall maintain the machinery spaces, shops, and storerooms in a safe, clean, and orderly manner. When work is performed in these areas, the Contractor’s personnel shall clean up all debris and leave the area in a presentable condition. The machinery rooms including floors and the equipment located within the machinery rooms shall be painted as necessary to maintain the appearance of the room and equipment. When painting, the Contractor must comply with the ANSI color coding system outlined in the ASNI A13.1, Scheme for the Identification of Piping Systems, and maintain the identity

(identification number) of the equipment. The Contractor must obtain the approval of the CO or their designee before storing anything in machinery spaces.

Utilities

Utility Provider Information:

Utility Type: Electric
Utility Provider:
Account#
Accounting String:
Contract Period:

Utility Type: Electric (Lights & Plugs)
Utility Provider:
Account#:
Accounting String:
Contract Period:

Utility Type: Sewer Service
Utility Provider:
Account#:
Meter#:
Accounting String:
Contract Period:

Utility Type: Water Service
Utility Provider:
Account#:
Meter#:
Accounting String:
Contract Period:

Utility Type: Fire Protection
Utility Provider:
Account#:
Meter#:
Accounting String:
Contract Period:

Utility Type: Gas
Utility Provider:
Account#:
Meter#:
Accounting String:
Contract Period:
Deduction Meter-

Overtime/Reimbursable
Overtime utilities are provided upon request except with agencies that have computer rooms that require 24/7 cooling, which is billed quarterly.

OVERTIME UTILITIES

AGENCY	AREA REQUIRING OT	LOCATION	DURATION
_____	_____	_____	_____

Startup & Shutdown Times & Procedures

Normal Operating Hours:

Supervisory Building Manger:
Property Manager:
Engineer Tech:
Assistant Property Manager:

Number of Occupants:

Number of Parking Spaces:

Primary Tenant:

Classifications:
Building Number:
Construction Date:
Accessibility Compliant:
Security Level:
Tier Designation:
Congressional District:

Structure:
Design and Construction:

Gross Square Feet:
Rentable Square Feet:
Useable Square Feet:
Floors:

2.0 OPERATIONAL PROCEDURES AND SITE PLANS

This Section describes the procedures for operating the building's HVAC systems.

2.1 BOILER PLANT

As Applicable

2.2 CHILLER PLANT:

As Applicable

2.3 DOMESTIC HOT WATER PLANT

As Applicable

2.4 HEATING BOILER PLANT

As Applicable

2.5 GENERAL PLUMBING AND DOMESTIC WATER SYSTEMS

As Applicable

2.6 WATER TREATMENT PLANS

As Applicable

2.7 FIRE ALARM SYSTEMS

As Applicable

Fire Protection Drawings-

Contractor Information
Service Provider:
Contract #:
Contact:
Base:
Option 1:
Option 2:

2.8 FIRE SUPPRESSION SYSTEMS

As Applicable

2.9 SITE PLANS AND DRAWINGS

As Applicable *(Note to preparer: You may refer to location of applicable site plans and drawings.)*

2.10 EQUIPMENT INVENTORY

As Applicable *(Note to preparer: You may refer to location or add as an attachment)*

3.0 HVAC EQUIPMENT DESCRIPTIONS AND SEQUENCES OF OPERATION

3.1 PENTHOUSE MECHANICAL ROOM

As Applicable

3.2 PENTHOUSE AIRHANDLERS

As Applicable

3.3 MAIN AIRHANDLERS

As Applicable

AFTER HOURS OCCUPANCY:
Air Handling Units:

AHU	Floor Serviced	Location

Mechanical Drawings-

Indoor Air Quality

4.0 ELECTRICAL DISTRIBUTION AND SPECIFICATIONS

4.1 EMERGENCY GENERATORS

As Applicable

4.2 MAIN ELECTRICAL SUBSTATIONS

As Applicable

4.3 ADDITIONAL SUBSTATIONS

As Applicable

4.4 LIGHTING CONTROL SYSTEMS

As Applicable

Lighting Settings:

Levels: (FYI: Lighting levels can be found in the FPMR. Please note that these levels are subject to change)

Lighting On/Off Times:

Site Lights:

Elevator Lobby lights:
Tower Lobby Lights:

Courtroom Lights:
Parking Garage Lights:

During the weekends no interior lighting comes on, only site lights come on.

Electrical Lighting Drawings (location):

5.0 ENERGY MANAGEMENT CONTROLS AND SPECIFICATIONS

5.1 BUILDING AUTOMATION SYSTEM

During normal working hours, ventilation shall be maintained in accordance with the latest guidelines from ASHRAE, Ventilation for Acceptable Indoor Air Quality. The Contractor's responsibility to comply with these requirements is limited by the capacity of the building's HVAC equipment, Building Automation System (BAS), and outside environmental conditions.

5.2 DUAL DUCT VAV TERMINALS

As Applicable

5.3 COOLING VAV TERMINALS

As Applicable

6.0 ARCHITECTURAL AND STRUCTURAL SYSTEMS MAINTENANCE

6.1 FAÇADE
As applicable

6.2 ROOFS
As Applicable

6.3 PARKING DECKS
As Applicable

6.4 RAIN GUTTERS
As Applicable

6.5 DRAINS
As Applicable

6.6 WINDOWS
As Applicable

6.7 VERTICAL TRANSPORTATION (ELEVATORS/ESCALATORS)
As Applicable

General Contract Information:
Service Provider:
Call Center:
Location Code for Koen:
Contract #:
Contact:

7.0 TOUR PROCEDURES AND MAINTENANCE DOCUMENTATION

7.1 TOUR PROCEDURES

Watches involve performing certain tasks required for the operation of boilers, compressors, and related equipment in a centralized location. Watches include, but are not limited to, starting equipment and loads, and making adjustments at the central control center, and taking water samples, making tests, and adding chemicals as required. A watch does not mean that the operator stays in the same location for an entire shift. The time spent is that required to perform the tasks.

7.2 DAILY CHECKLIST

As Applicable

7.3 WEEKLY CHECKLIST

As Applicable

7.4 SCHEDULED MAINTENANCE

As Applicable

7.5 CORRECTIVE MAINTENANCE AND REPAIRS

As Applicable

7.6 PLANNED PREVENTIVE MAINTENANCE

Preventive maintenance includes, but is not limited to greasing, oiling, adding refrigerant, changing filters, cleaning, adjusting, replacing belts, and replacing of other expendable items. It also includes scheduled work on items of equipment or systems required to provide continuing operation, to preclude unnecessary breakdowns and to prolong the life of equipment or systems. Such work will be required to be performed without disruption to the building occupants operations during their normal business hours. Disruptive work will be required to be performed during other than normal building hours.

8.0 SERVICE CALL, MAINTENANCE AND REPAIR PROCEDURES

8.1 TENANT REQUEST AND SERVICE CALLS

As Applicable

8.2 AFTER HOURS CALLS

As Applicable

8.3 EMERGENCY SERVICE CALLS

As Applicable

9. BUILDING SECURITY PROCEDURES

9.1 ACCESS, SIGNAGE AND IDENTIFICATION

As Applicable

9.2 MONITORING

As Applicable

9.3 BAGGAGE INSPECTIONS

As Applicable

9.4 LOADING DOCK ACCESS

As Applicable

9.5 PARKING LOT ACCESS

As Applicable

9.6 AFTER HOURS ACCESS

As Applicable

9.7 PATROLS

As Applicable

9.8 REPORTING INCIDENTS AND RESPONDING

Contract Employee Responsibilities:
The Contractors shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall not hold the Government responsible for any action on its part or that of its employees or subcontractors, which results in illness, injury, accident, or death.

GSA Employees must report using the following procedures:
For accidents involving non-GSA employees or property damage accidents: use GSA Form 3620. The GSA supervisor in charge of the area should complete this report and gathering of necessary information and photographs, building, or equipment involved.

For accidents involving GSA employee injury/illness: use GSA form 3623, CA-1, and CA-2. The supervisor of the injured/ill employee should complete the GSA Form 3623. Reporting on the CA-1 and CA-2 is the responsibility of the injured/ill employee. All reports are to be forwarded to the Ohio Service Center within 5 days of the incident. The FPS Contract guards are to also fill out an incident report for all types of injuries.

9.9 FIRE INCIDENT INVESTIGATIONS

As Applicable

10.0 EMERGENCY PLANS AND HAZMAT PROCEDURES

[[[Note to preparer: It is not necessarily intended that you physically include all emergency plans in the Section, but instead you can indicate their location. For those items that have no separate plans they should be included here]]]

10.1 SHELTER IN PLACE LOCATIONS

As Applicable

10.2 BUILDING EVACUATIONS ROUTES & MEETING PLACES

As Applicable

10.3 BOMB OR BIOHAZARD CONDITIONS AND SYSTEM SHUTDOWN PROCEDURES

As Applicable

10.4 ELEVATOR EMERGENCY PROCEDURES

As applicable

10.5 FIRE EXTINGUISHER, DEFIBRILLATOR, AND PULL SWITCH LOCATIONS

As Applicable

10.6 ASBESTOS MANAGEMENT

As Applicable

10.7 HAZARDOUS MATERIAL AND HAZMAT WASTE MANAGEMENT

As Applicable

10.8 ABOVE AND UNDERGROUND STORAGE TANKS

As Applicable

10.9 LEAD PAINT MANAGEMENT

As applicable

10.10 ENERGY LOAD CURTAILMENT PLANS

As Applicable

10.11 WATER CURTAILMENT PLANS

As Applicable

10.12 LOSS OF PERSONNEL

As Applicable

10.13 EMERGENCY NUMBERS

As Applicable

10.14 DISASTER AND RECOVERY PROCEDURES
As Applicable

10.15 FIRE PUMPS
As Applicable

10.16 SUMP PUMPS
As Applicable

10.17 SEWAGE EJECTORS
As Applicable

10.18 PRESSURE BOOSTERS
As Applicable

10.19 PRESSURE REDUCING STATIONS
As Applicable

10.20 BACKFLOW PREVENTORS
As Applicable

10.21 ALL MAIN SHUT OFF LOCATIONS & PROTOCOL
As Applicable